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ABSTRACT

The guide, part of an exemplary career education program for junior high school students, provides eight individual study instructional packets oriented toward eighth grade English students. Each lengthy packet lists goals, learning objectives, tasks, and evaluation procedures. Topics covered by the packets are: knowing occupational clusters; writing the letter of request for job information; arranging an interview by phone; taking a personal interview; writing a thank-you letter; sharing job hunting experiences with others; taking a career and personal inventory; and knowing job forms. (JR)

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CAREER EDUCATION

EXPLORATION

OF CAREERS IN

COMMUNITY

A CAREER DEVELOPMENTAL PROGRAM

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

CAREER AWARENESS
SELF AWARENESS
APPRECIATION & ATTITUDES
DECISION MAKING
SKILL AWARENESS, BEGINNING COMPETENCE
ECONOMIC AWARENESS
EMPLOYABILITY SKILLS
EDUCATIONAL AWARENESS

White Bear Lake
Public Schools

CG003837

ED107762

EXPLORATION OF CAREERS IN COMMUNITY FOR THE JUNIOR HIGH STUDENT

by

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Carol Goettlicher
Maxine Griffith
Cathy Koering

CAREER DEVELOPMENT

Grades 7 - 9

An Exemplary Program
in
Career Education

Funded under the Provisions of Part D
of the Vocational Education Amendment of 1968
for
Independent School District #624
White Bear Lake, Minnesota

Ernest M. Thomsen, Superintendent
Ron Johnstone, Director Vocational Education

1972 - 73

EXPLORATION OF CAREER EXPLORATORY PROJECT

At Central Junior High, White Bear Lake, Minnesota, the eighth grade English program is quite individualized. Each student works on basic English skills according to his abilities and needs. After accomplishing his own individual skill requirements, a student may choose to explore career possibilities outside of the classroom on independent study time. Because we desired such exploring for our students, we devised and wrote the following series of minipacs to aid our students in their search.

The following career-oriented goals are used throughout our minipacs.

Students will:

Be aware of a variety of jobs in the home, school and community: of different employment places; of specialized skills and of training required for job performance in relation to self.

Be aware that self interests, aptitudes and achievements influence future occupational goals and that cognitive, affective and psychomotor capabilities influence personal interests and values.

Be aware that others rely upon him/her to complete tasks, of the necessity of accepting persons with differences and by showing interest in the individual skills and abilities of others.

Be aware that in accepting a task he/she also accepts certain responsibilities, of individual differences as they relate to values.

Explore career clusters in relation to personal interest to understand personal values influencing decision making and to gather and organize information in response to career exploration questions.

Explore to establish priorities among personal values requiring decisions, to recognize factors that influence careers as a result of educational choices, to recognize decision making skill in problem solving and in making tentative long range career choices.

Explore benefits in career cluster choice; of how career choices using knowledge of economic tools, worker traits, of economic forecasting and of exploration of economic social interdependence.

Be aware that responsibility levels influence behavior and the development of safety habits, physical skills, techniques for tool use, computation, communication, problem solving and organization.

Be aware of relationship between task completion, order and structure; of relationships of his interests, aptitudes, achievements and the community; of associations of jobs, work habits, personal appearance and social skills; and functions of data/people/things in functions.

Explore work preference by application, interview simulations, or independent and group activity; and of social and communicative skills related to employability.

Be aware of the importance of education and the relationship between in and out of school learning, of how school experiences become preparation for careers and of the correlation between school learned skills to those used by workers.

A student may follow all or part of the minipacs, according to his needs. This project was possible through government funding for some of the writing. The actual enactment of the project is done with teacher power and time.

YOU, JOBS AND THE FUTURE

There are many ways for you to find out about jobs. The packets listed below will help you to learn about career opportunities.

_____ 1. Did you know that you may be able to visit any of the places listed on the attached sheet?

_____ 2. Letter of request for job information.

_____ 3. How to arrange an interview by phone.

_____ 4. How to complete a personal interview.

_____ 5. How to write a thank-you letter.

_____ 6. How to share your visit with others.

_____ 7. How to take a career and personal inventory.

_____ 8. Job forms you should know about.

_____ 9. Other

DID YOU KNOW THAT YOU MAY BE ABLE TO VISIT ANY OF THE PLACES

LISTED ON THE ATTACHED SHEET?

PACKET # 1

_____ A. General career possibilities (read A)

_____ B. Career possibilities to look into in the White Bear Lake area. (read B)

_____ C. Listen to the tape T78, "Let's Look at Jobs" (Minnesota State Dept. of Education) in the LVC

_____ D. Watch the filmstrip E5, "New Career Opportunities" (Filmstrip-of-the-Month, 1960)

_____ E. Watch the filmstrips and records in the series "What Will I Be?" (E.C. I., n.d.)

a) "Choosing a Career, Part I" FS2000 W/R 1026
b) "A World of Opportunities, Part II" 2001 W/R 1026
c) "Career Selections" 2002 W/R 1027
d) "Deciding for Tomorrow" 2003 W/R 1027

FIFTEEN OCCUPATIONAL CLUSTERS

I. Agri-Business and Natural Resources
   1. Agriculture and agricultural sciences
   2. Forestry officials
   3. Water Management
   4. Nursery operations and management
   5. Landscaping
   6. Wildlife
   7. Petroleum and related products
   8. Mining and quarrying

II. Fine Arts and Humanities Cluster
   1. Authors and poets
   2. Painters and printmaking
   3. Musicians
   4. Dramatic and performing artists
   5. Film and set designers, producers and editors
   6. Languages

III. Communication and Media Cluster
   1. Telephone and telegraph systems
   2. Publishing of journalism and commercial arts
   3. Broadcasting of radio, television and satellite transmissions
   4. Photographic reproductions and recordings
   5. Audio-Visual operations

IV. Construction Cluster
   1. Interior home designing, decorating and furnishings
   2. Land development, site preparation and utilities
   3. Landscaping, nursery operations and ground maintenance
   4. Architectural designing
   5. Masonry, metal, wood, glass, and plastic contracting

V. Consumer and Homemaking Related Occupations Cluster
   1. Family and community services (public housing and social welfare
   2. Food service industry
   3. Child care, guidance and teaching
   4. Housing design and interior decorations
   5. Clothing, apparel and textile industry
   6. Home management, consumerism and family relationships

VI. Environment Cluster
1. Soil and mineral conservation
2. Water resource, development, conservation and control
3. Forest, range, shore, wildlife conservation and control
4. Development and control of physical man-made environment (bridges, roadways and recycling)
5. Space and atmospheric monitoring and control (pollution and smog)
6. Environmental health services (water sanitation, waste disposal)

VII. Health Service Cluster
1. Hospital technicians, nurses, aids, and doctors
2. Pharmaceutical science and service (pharmacists)
3. Dental science and service (dentists)
4. Health information systems
5. Mental health and retardation
6. Community health
7. Biologic science and technology

VIII. Hospitality and REcreation Cluster
1. Recreation planning of national resources and leisure related property
2. Health care (physical fitness, recreation safety)
3. Community services (parks, playgrounds, clubs and amusement parts)
4. Human development (recreation programs, coaching and arts)

IX. Manufacturing Cluster
1. Factory productions
2. Research of products and marketing
3. Distribution of products
4. Designing of new products and new equipment

X. Marine Science Cluster
1. Sales promotion and services
2. Buying
3. Marketing services (finance, credit, insurance)
4. Marketing system (retail, wholesale, service, non-store and international trade)

XII. Personal Services Cluster
1. Cosmetology
2. Mortuary science
3. Barbering
4. Physical culture (massage and weight control)
5. Household pet services

XIII. Public Service Cluster
1. Courts and correction
2. Labor affairs
3. Defense
4. Public utilities and transportation
5. Regulatory services (bank, immigration and stock exchange)
6. Education

XIV. Transportation Cluster
1. Land transportation
2. Aerospace transportation
3. Pipeline transportation
4. Water transportation

XV. Business and Office Cluster
1. Accounting - Bookkeeping
2. Business data processing systems
3. Secretarial and clerical
4. Managers and administration

I. Agri-Business and Natural Resources
- State Conservation Department
- Nursery and Landscaping
- Farmer
- Gas Stations

II. Fine Arts and Humanities
- Lakeshore Players
- Avalon Theatre
- Cine-Capri Theatre
- High School Drama
- Photography Studio
- Engen's (Upstairs)
- White Bear Arts Council
- Del-Kersch Art Studio
- White Bear Press
- Suburban Sun

III. Communication and Media
- Mr. Kulenkamp - AV Director at Central
- Photography Studio
- White Bear Press
- Radio, TV Stations
- Post Office
- Suburban Sun
- Northwestern Bell Telephone Co.

IV. Construction
- Architect
- Contractors (Bacchus, Aschback, Ban-Con, Orrin Thompson)
- Windsor Nursery, Rooney Nursery, Perron Nursery
- Carpenters
- Gabberts and Levitz and Wickes

V. Consumer and Homemaking
- Housewife
- Social Workers
- Restaurants - waitresses, cooks, managers
- Day Care Centers
- Fabric Arts
- Youth Resource Bureau
- Montessori School

VI. Engironmental
- State Conservation Dept.
- Northern States Power
- State Highway Department
- Lake Sanitation
- Bellaire Sanitation
- City Water Works
- Pollution Control Agency
- Environmental Committee
- White Bear Lake Teachers Assn.

VII. Health Service
- Hospital technicians, nurses, doctors, aides, dentists
- St. John's Hospital, St. Paul Ramsey, etc.
- White Bear Nursing Home, Albert Schweitzer Nursing Home
- Pharmacists
- Teen Center - referral
- Ramsey County Public Health Center
- Gillette

VIII. Hospitality & Recreation
- Employees of state park systems
- W. B. L. school recreation & athletic directors
- YMCA
- YWCA
- Boy Scouts
- Girl Scouts
- National Park Service
- State fishery

VIV. Manufacturing
- Factory (Buckbee-Mears, White Bear Sinker, Betty Crocker Kitchen)
- Wholesaler

X. Marine Science
- Liminologist - White Bear Lake Planning Commission
- State fisheries
- Como Park Zoo

XI. Marketing and Distribution
- Any local business, stores in White Bear Lake

XII. Personal Services
- Beautician
- Mortuary
- Barber Shops
- Weight Watchers
- White Bear Animal Hospital

XIII. Public Services
- Courts
- N.S.P.
- Youth Resource Bureau
- Bank
- White Bear Cab
- Education - White Bear Lake Schools

XIV. Transportation
- Railroad
- N.S.P.
- Airport
- WhB.L. Water Works

XV. Business - Office
- White Bear State Bank
- Minnesota Federal
- H & R Block
- Secretaries
- Mr. Smelzer (School data processing)
- Mr. Thompson, Supt. of Schools

LETTER OF REQUEST FOR JOB INFORMATION

PACKET # 2

GOAL: A student should know how to correctly write a letter requesting information on a particular job on area of jobs.

LEARNING OBJECTIVES:

a) The student will compose a letter of request for information on a job.
b) The student will correctly address an envelope for the letter.

TASKS:

_____ 1. Read the information sheets; 2A - Letters in Business Form, 2B - The Parts in a Business Letter, 2C - Job Information You Can Write For.

_____ 2. Make out a practice letter requesting job information from your own source or from the list of suggested companies (enclosed). Also make out a practice envelope.

_____ 3. Have your teacher check your letter and envelope for errors.

_____ 4. Correct your letter and envelope.

_____ 5. Rewrite your letter and envelope, in ink, on good stationery.

_____ 6. Read the information sheet on folding your letter, 2D.

_____ 7. Fold your letter. Check it with your teacher.

_____ 8. Mail your letter with a stamp.

EVALUATION: Completed when student mails a corrected letter.

2A

LETTERS IN BUSINESS FORM

Because of his interest in outdoor life a young man has followed intenly "Outdoors," a series of television programs dealing with many of the varied phases of hunting, fishing, and general conservation of wild animal life. However, the programs have dealt very little with the use and care of firearms, and the young man, along with members of a club to which he belongs, feels that a discussion of this topic is needed.

As a result he writes a letter to Station, KEYE-TV, asking whether it would be possible for the station to develop on "Outdoors" a showing of a program or programs explaining the use of firearms. He mentions as possible topics the cleaning of weapons, telescopic and other types of sights, safety devices, and proper ammunition. He notes that many of his friends also watch "Outdoors" and are interested in the type of program that he suggests. The young man asks whether any or all of the programs are filmed: and, if so, whether they are available to clubs and at what cost. This common type of writing, seeking help or asking for a type of action, is known as the request letter.

Three major rules will contribute to your success in such correspondence. First, when you write a request letter, always remember to be courteous. Of course, the rule of courtesy holds for all letters, but it is especially important in this type. Make good use of such words as please, appreciate, and grateful. Second, so construct your request that it will be brief and clear. Third, since companies often complain that many requests which they receive are unreasonable, be certain the favor you ask can be performed without an undue investment of time, effort, or expense. Excessive requests may even cause your letter to go unanswered.

The following account of the use of a request letter shows the effectiveness of this type of writing when it has the proper tone and appeal.

> "When the financial world suddenly tightened up a few years ago, a wholesale dry-goods house found itself hard pressed for money. The credit manager wrote to the customers and begged them to pay at once. But the retailers were scared and doggedly held on to their cash. Even the merchants who were well rated and whose bills were due played for time. The house could not borrow the money it needed, and almost in despair the president sat down and wrote a letter to his customers.
>
> "It was a heart-to-heart talk, telling them that if they did not come to his rescue, the business that he had spent thirty years in building would be wiped out and that he would be left penniless because he could not collect his money. He had the bookkeeper go through every important account, and he found

that there was hardly a customer who had not, for one reason or another, at some time requested and received an extension of credit.

"To each customer the president dictated a personal paragraph, reminding him of the time when accomodation had been asked for and granted. Then the appeal was made straight from the heart: 'Now when I need help not merely to tide me over for a few weeks but to save myself from ruin, will you not strain a point, put forth some special effort to help me, just as I helped you...?'

"'If we can collect $20,000, he had assured his associates, 'I know we can borrow $20,000, and that amount will probably pull us through.'

"The third day after his letters went out, sev eral checks came in; the fourth day the cashier banked more than $22,000; within ten days $68,000 had come in, several merchants paying accounts that were not yet due; a few even offered to 'help out the firm.'

"Truly letters have power."*

Would the following letter be likely to bring good results? Would the station manager like to receive a letter such as this one? Does it break any of the rules previously discussed?

12 South Harris Street
Indianapolis, Indiana 46204
February 24, 19---

KEYE-TV
809 Smith Drive
Indianapolis, Indiana 46201

Gentlemen:

My fellow club members and I have followed closely all the "Outdoors" programs this winter, and the members have asked me to give you a number of suggestions for the series. It is not that we members of the Hunting Club do not like the programs. We do, but we feel they might be even better if your writers would take into consideration some of our suggestions.

* James H. Picken in Business Correspondence Handbook, A. W. Shaw Publishing Company.

As a possible topic for a new series of programs on "Outdoors," firearms is our suggestion. Divisions under that title could include, for example, the cleaning of weapons, telescopic and other types of sights, safety devices, proper handling of weapons under all kinds of conditions, ammunition, and probably others.

If any of the programs are filmed, are these films available to clubs? If so, please list any charges.

I shall be pleased to hear from you.

Yours truly,

Carl Smith

QUESTIONS FOR DISCUSSION

1. To what extent does the writer of the letter you have just read follow the rules mentioned?

2. On what occasions may a writer wish to use a letter of request?

3. What types of requests might be considered unreasonable?

4. When would you consider it desirable or necessary to include a stamped, self-addressed envelope to be used in the reply?

5. When the information or the items requested have been received, why is a thank-you letter sometimes in order?

TO IMPROVE YOUR LETTER FORM

Your business and social letters put you on parade. For best impressions make them as good as possible from the standpoint of form and of content.[1]

2 B

PARTS OF A BUSINESS LETTER

1932 Sycamore Street
Brigham City, Utah 84302
August 5, 19---

Westchester Publishing Company
113 Main Street
Newington, Connecticut 06111

Gentlemen:

Please send me the book Coins of the World, which you advertised in Youth magazine for August, on page 45.

I enclose a money order for $2.75 ($2.50 for the book, plus 25¢ postage).

Sincerely yours,

Joseph White

THE HEADING. Notice that the heading in a business letter is exactly the same as the heading in a friendly letter. It includes the same information - an address and a date. And it is punctuated in the same way - with a comma between city and state and between day and year, but no mark between state and Zip number or at the ends of the lines.

In a business letter, the heading is particularly important. The person who answers won't know you or where you live. He will expect to find your address right in front of him, conveniently placed at the top of your letter.

THE INSIDE ADDRESS. The name and address of the person or company you are writing to is called the inside address. Although you do not include this part in a friendly letter, you should include it when you write a business letter. Place it at the left margin, about four spaces below the heading. Here are some examples:

Dr. James Green	Fossils Unlimited
6550 Clary Lane	9925 Bankhead Highway
Knoxville, Tennessee 37919	Fort Worth, Texas 76116

When you use both the name of the person (or the particular department) and the name of the company, you will need four lines; and the inside address will look like this:

Mr. Harold Curtis	Reprint Department
Craft Materials Company	American Girl Magazine
4290 Troost Avenue	830 Third Avenue
Kansas City, Missouri 64110	New York, New York 10022

It is good to avoid abbreviations in the inside address, just as you do in the heading. However, abbreviations in the names of companies are an exception. If, in its advertising, a company uses abbreviations, you should use them too:

A. B. Altman & Co.	Artistic Card Company, Inc.

Notice that in the inside address, as in the heading, there is a comma between the city and state but no punctuation at the ends of the lines.

THE SALUTATION. When you know the name of the person who will receive your letter, you write the salutation like this:

Dear Mr. Jones: Dear Miss Wynn: My dear Mrs. Hurst:

When you do not know the name, you can use one of these salutations:

Dear Sir: Gentlemen:

If you are writing to a firm or organization obviously run by women, as, for example, a Visiting Nurse Association or the girls' clothing department in a store, use one of these salutations:

Dear Madam: Ladies:

Notice that the salutation in a business letter is followed by a colon (:), instead of by a comma, as in a friendly letter.

THE BODY. The message in a business letter should be kept as brief as possible. Extra details that might be of real interest in a friendly letter are out of place. On the other hand, omitting nec-

essary information will probably mean a delay, and the need for additional letters of inquiry and explanation. Figure out what the other person will need to know, if he is to take care of your business quickly and accurately. Then tell him just those things, as clearly as you can.

THE CLOSING. Here are some of the most usual closings:

Sincerely yours,	Very truly yours,
Yours very cordially,	Yours truly,

As you do in a friendly letter, capitalize only the first word of the closing, and use a comma at the end.

THE SIGNATURE. Sign your full name directly under the closing, A boy never uses Mr. in his signature. A girl may use Miss, in parentheses, when it is needed to show how she should be addressed:

Sincerely yours,	Cordially yours,
Keith Campbell, Jr.	(Miss) Kelly McCann

If you type a business letter, you should also type your full name three or four lines below the closing. (Leave the space of four lines if your handwriting is large.) Then, in the extra space between the closing and your typed name, sign the letter in ink:

Sincerely yours,	Very truly yours,
Anthony Alvarez	Lizette Rabideau
Anthony Alvarez	Lizette Rabideau

THE APPEARANCE OF A BUSINESS LETTER

Everyone prefers to receive neat, legible, uncrowded letters, rather than sloppy ones, of course. But business people particularly resent having to take extra time to decipher a careless scrawl or a wrinkled and smudged letter. If you want your requests handled quickly and accurately, you can help by making sure your letters are clean-looking and easy to read.

Write any business letter on scratch paper first. When you are sure that the form and message are right, copy the letter carefully, either in ink or on a typewriter.

Use plain white paper. Typing paper (8½ by 11 inches) is always good. Smaller paper is also suitable if your letter is short ard your handwriting (if you do not type) not overly large. But it is better to use bigger paper than to crowd a business letter onto a small sheet.

Most of your letters will be short, and will go on one sheet of paper, with room to spare. Try to "center" such letters; that is leave about the same amount of space at the top and bottom, and leave margins of equal width on both sides.

THE ENVELOPE

Ordinarily you will use plain white envelopes (either 9½ by 4 inches or 6½ by 3 3/4 inches) for your business letters.

ADDRESSING THE ENVELOPE. Address the envelope for a business letter just as you address one for a friendly letter. The main address is the same as the inside address on your letter, and will often look like this:

Indian Craft Company
150-02 Beaver Road
Jamaica, New York 11433

Firestone Tire & Rubber Co.
1200 Firestone Parkway
Akron, Ohio 44317

Sometimes, in addition to the name of the company, you will use the name of a particular person, with or without his title. Then your envelope will look like this:

Helen Schaus
27 Mountain Road
Stowe, Vermont 05672

Mr. R. H. Weston, President
Lakeside Company
Box 225
Wilmington, Delaware 19899

Notice that the person's name and his title may be put on the same line, if they both fit without crowding. Be sure, however, to use a comma between them. Notice, too, that the return address - your own name and address - goes in the upper left corner.

Occasionally, you will want to specify a particular department of the company you are writing to. Then your envelope will look like this:

Steve Olson
6204 Lincoln Avenue
Baltimore, Maryland 21209

Circulation Department
Scientific American
415 Madison Avenue
New York, New York 10017

Now you know what your job interests are. You know how to look for a job—and something about how to keep a job. But there are other things you should know about the job you want. The last section of *Jobs in Your Future* contains a list of job information you can write for. Here you will find free or inexpensive booklets on many careers—from aviation to social work, from beauty culture to science. Plus: a job profile to fill out and keep—for the *Jobs in Your Future*.

1. Write—and It's For Free!
2. Job Information You Can Write For
3. This Is Really the Beginning

JOB INFORMATION YOU CAN WRITE FOR

WRITE AND IT'S FOR FREE

Tom wants to be a policeman as soon as he is old enough. A while ago he saw an ad in *Scholastic Scope* magazine that said he could write for a free booklet about becoming a policeman. Tom wrote for it, but he didn't get what he wanted. Why not?

Read the letter that Tom wrote:

Dear Mister:

I saw an ad of yours in a magazine. Please send me the booklet.

Tom J.

What important facts did Tom leave out?

1. ***Tom didn't give his full name and address.*** The company didn't know to whom or where it should send the booklet.

2. ***Tom didn't say that he wants the free booklet about becoming a policeman.*** The company offers almost 60 free booklets. It didn't know which one he wanted.

3. ***Tom didn't say that he saw the ad in Scholastic Scope*** magazine. The company didn't know which ad he was talking about.

Now read what Tom should have written:

485 Washington Street
Wichita, Kansas 67202
February 4, 196

New York Life Insurance Company
Career Information Service
Box 51, Madison Square Station
New York, N.Y. 10010

Gentlemen:

I saw an ad of yours in the November 11, 196 issue of SCHOLASTIC SCOPE. In the ad you offer free booklets on careers. Please send me booklet No. on law enforcement. Thank you.

Sincerely yours,
Tom Jones

On the following pages you will find a list of job booklets you can write for. Most of them are free. For some there is a charge. If you write for any, be sure not to make Tom's mistakes.

The sample form letter below will help you write the correct letter. Give your full name and address. Give the name of the booklet you want. If there is a charge, enclose a money order.

(your street address)

(your city, state, and ZIP code)

(today's date)

(company's name)

(department)

(company's street address)

(company's city, state, and ZIP code)

(greeting – Gentlemen:)

(write your letter on these lines)

(closing – Sincerely yours,)

(your name)

JOB INFORMATION YOU CAN WRITE FOR

AIRLINES

Career Opportunities with the Airlines	Air Transport Assoc. of America 1000 Connecticut Ave. N.W. Washington, D.C. 20006
Your Future in Air Transportation	United Air Lines School and College Service P. O. Box 8776 O'Hare International Airport Chicago, Illinois 60666

ARMED FORCES

Should You Make a Career in the Armed Forces?	New York Life Insurance Co. Box 51, Madison Square Station New York, N. Y. 10010
The Secret of Getting Ahead A Woman's World of Exciting Jobs	Army Opportunities Fort Monroe, Virginia 23351
U.S. Coast Guard Academy pamphlet CG-147 U.S. Coast Guard Catalogue of Courses	Director of Admissions U.S. Coast Guard Academy New London, Connecticut 06320
Life in the U.S. Navy	Bureau of Naval Personnel (B6) Department of the Navy Washington, D.C. 20370

BEAUTY CULTURE

Careers in Beauty	Clairol Institute of Haircoloring 130 East 59 St. New York, N.Y. 10022
Successful Careers in Beauty Culture (35¢) Financial Success Is Easily Yours (5¢) Employment Outlook for Beauty Operators (10¢)	N.F. Cimaglia National Assoc. of Cosmetology Schools 3839 White Plains Road Bronx, New York 10467

COOKING AND BAKING

Executive Chefs for the Heart of the House	The Culinary Institute of America, Inc. 393 Prospect St. New Haven, Connecticut 06511

CHEMISTRY

Should You Be a Chemist?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010

DENTAL HEALTH

A Trained Dental Assistant	American Dental Assistants Assoc. 410 First National Bank Building La Porte, Indiana
Dental Hygiene Aptitude Testing Program Lists of Accredited Schools of Dental Hygiene Careers in Dental Hygiene (10¢)	American Dental Hygienists Assoc. 211 East Chicago Ave. Chicago, Illinois 60611

DIETETICS

Should You Be a Dietitian?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Dietetics as a Profession Dietitians in Demand Chart Your Course Toward Dietetics Look Ahead . . . The Future Is Bright. a Dietetic Internship	American Dietetic Assoc. 620 North Michigan Ave. Chicago, Illinois 60611

DRAFTING

Should You Be a Draftsman?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010

ELECTRONIC COMPUTER PROGRAMING

Should You Go into Electronic Computer Programing?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010

ENGINEERING

Should You Be an Engineer?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Career Guidance Information in Engineering Technology #1065 (50¢)	National Council of Technical Schools 1507 M St. N.W. Washington, D.C. 20005

FOOD RETAILING

Should You Go into Food Retailing?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Career Opportunities in Food Retailing	National Assoc. of Retail Grocers of the U.S. 360 North Michigan Ave Chicago, Illinois 60601
Looking for a Career?	Dr. Kent Christensen National Assoc. of Food Chains 1725 Eye St. N.W. Washington, D.C.

HEATING, REFRIGERATION, AND AIR CONDITIONING

Your Future in Air-Conditioning, Heating, and Refrigeration Engineering	American Society of Heating, Refrigeration, and Air-Conditioning Engineers, Inc. United Engineering Center 345 East 47 St. New York, N.Y. 10017

HOSPITAL CAREERS

Careers in Hospitals #3100 ($1.25) Hospitals Today: Information on Health Careers #3325 Today's Hospital Career Center for America's Youth #3755	American Hospital Assoc. 840 North Lake Shore Drive Chicago, Illinois 60611

HOTEL, MOTEL, AND RESTAURANT WORK

Directory of Hotel and Restaurant Schools (25¢) List of Scholarships in Hotel and Restaurant Schools (25¢) Directory of On-the-Job Training Programs in Hotel and Restaurant Organizations (25¢)	Council on Hotel, Restaurant, and Institutional Education Statler Hall Ithaca, New York 14850

Will Hotel-Motel Work Be Your Career?	Educational Institute American Hotel and Motel Assoc. 221 West 57 St. New York, N.Y. 10019

LAW ENFORCEMENT

Should You Go into Law Enforcement?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010

MEDICAL TECHNOLOGY

Should You Be a Medical Technologist?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Are You Dreaming of a Career in Medical Technology?	American Society of Medical Technologists Suite 25 Hermann Professional Building Houston, Texas 77025
Fact Sheet on Careers in the Medical Laboratory	Registry of Medical Technologists ASCP P. O. Box 2544 Muncie, Indiana 47302
Radiologic Technology, the Professional Career for You Careers in X-Ray Technology	American Society of Radiologic Technologists 537 South Main St. Fond du Lac, Wisconsin 54935
The Right Career for You	American Assoc. of Medical Assistants Suite 928 510 North Dearborn St. Chicago, Illinois 60616
Health Careers	Health Careers Committee Connecticut State Medical Society 160 South Roman St. New Haven, Connecticut 06511

NURSING

Should You Be a Nurse?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010

The Practical Nurse Cares (10¢) The Journal of Practical Nursing (30¢)	National Assoc. for Practical Nurse Education and Service, Inc. 535 Fifth Ave. New York, N.Y. 10017
Do You Want To Be a Nurse? (10¢) Nursing—Your College Major (20¢) Schools of Professional Nursing (10¢) Let's Be Practical About a Nursing Career (10¢) Scholarships and Loans for Professional and Practical Nursing (5¢)	Committee on Careers National League for Nursing, Inc. 10 Columbus Circle New York, N.Y. 10019

LIFE INSURANCE

Should You Seek a Career in Life Insurance?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010

PHOTOGRAPHY

Careers in Photography	Department of Public Relations Rochester Institute of Technology 65 Plymouth Ave. South Rochester, New York
Photography as a Career	Professional Photographers of America, Inc. 152 West Wisconsin Ave. Milwaukee, Wisconsin 53203

PLUMBING AND HEATING

Your Future in Plumbing and Heating	National Assoc. of Plumbing, Heating-Cooling Contractors 1016 20 St. N.W. Washington, D.C. 20036

PRINTING

Should You Go into the Printing Industry?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Linotyping, A Lifetime Trade	Mergenthaler Linotype School 244 West 23 St. New York, N.Y. 10011

PUBLIC SERVICE

Should You Become a Public Servant?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010

RADIO AND TELEVISION

Careers in Radio Careers in Television	Public Relations Service National Assoc. of Broadcasters 1771 N St. N.W. Washington, D.C. 20036

RECREATION WORK

A Job, A Future for You Why Work? A Camp Job That Counts	Girl Scouts of the U.S.A. Personnel Department 830 Third Ave. New York, N.Y. 10022
The Future Is Yours Recreation Leadership with the Ill and Handicapped	National Recreation and Park Assoc. 8 West 8 St. New York, N.Y. 10011

REHABILITATION SERVICES

Should You Go into Rehabilitation Services?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Occupational Therapy Colleges and Universities Offering Courses in OT	American Occupational Therapy Assoc. 250 West 57 St. New York, N.Y. 10019
List of Approved Schools of Physical Therapy EG-r3 Your Future and Physical Therapy	American Physical Therapy Assoc. 1790 Broadway New York, N.Y. 10019

RETAILING

Should You Go into Retailing?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Also write to:	American Collegiate Retailing Assoc. 24 Waverly Place New York, N.Y. 10003

SCIENCE

Should You Be a Scientist?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010

SALESMANSHIP

Should You Be a Salesman?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Wanted: Salesmen	Changing Times Reprint Service 1729 H St. N.W. Washington, D.C. 20006
Also write to:	National Assoc. of Direct Selling Companies 165 Center St. Winona, Minnesota 55987

SECRETARIAL WORK

Should You Be a Secretary?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Medical Secretaryship	Franklin School of Science and Arts 251 South 22 St. Philadelphia, Pennsylvania 19103
1965 UBSA Directory of Business Schools Your Career as a Secretary Don't Overlook the Business Colleges What It Takes to Be a Secretary America's Independent Business Colleges	United Business Schools Assoc. 1101 17 St. N.W. Washington, D.C. 20005
For secretarial jobs in the government write:	U.S. Department of State Division of Employment Washington, D.C. 20520

SOCIAL WORK AND YOUTH SERVICE WORK

Should You Seek a Career in Youth Services? Should You Be a Social Worker?	New York Life Insurance Co. Box 51, Madison Square Station New York, N.Y. 10010
Also write to:	National Commission for Social Work Careers 345 East 46 St. New York, N.Y. 10017
	The American National Red Cross National Headquarters Washington, D.C. 20006

THIS IS REALLY THE BEGINNING...

Now you have finished reading *Jobs in Your Future*. You have taken a complete "course" in finding the right job for you. If you have read this book carefully, you should be able to fill in this job profile. Save it. It will come in handy as you start looking for the right job in your future. Good luck!

JOB PROFILE

Name_____

Address_____

_____

Social Security number_____

Present Grade in School _____

Grade You Expect to Reach__ _____

Interest Areas (circle one or more):

outdoor work scientific mechanical persuasive
clerical literary artistic social service
other_____

Special Skills (circle one or more):

typing mechanics music shorthand driving
bookkeeping foreign language mechanical drawing athletics
other_____

Job Interests_____

_____

_____

Schooling Needed (circle highest school needed):

elementary junior high school high school
trade or vocational school junior college college
other_____

Other Training Needed_____

_____

Beginning Salary Desired $_____

Hope to Make $ _____

Career Job Goals_____

_____

_____

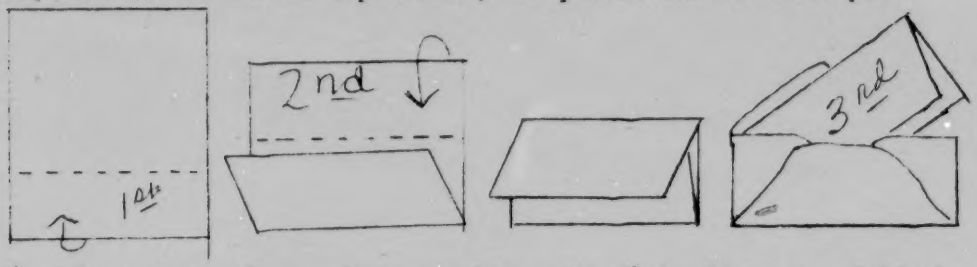
_____

FOLDING THE LETTER

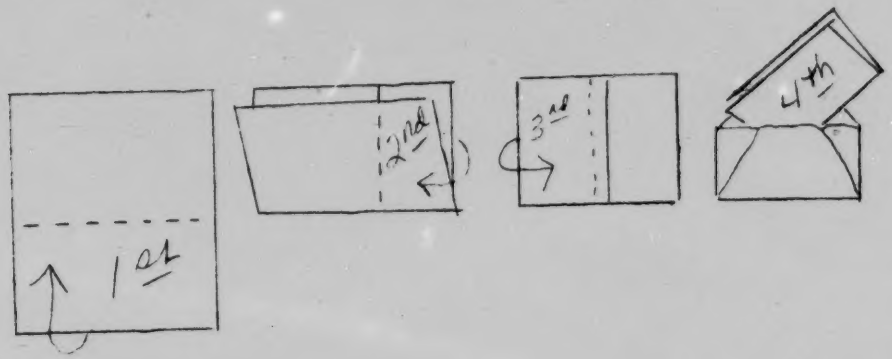
2D

It may seem that no one would need to be told how to do something so simple as folding a letter. But if you have ever received one that stuck in the envelope, and then either crumpled or tore when you tugged to get it out, you know that sometimes letters are not folded properly. To be sure that the letters you send will come out of the envelope in one piece and looking as neat as when you put them in, fold them in one of these two ways:

1) If you are using paper 8½ by 11 inches, and a long envelope, fold your paper into thirds. First fold the bottom of the paper up one third of the way and crease it. Next, fold the top down almost to the bottom crease (leave about half an inch), and crease again. Then hold the letter at the top crease, and put it in the envelope.



2) If you are using a short envelope with 8½ by 11 paper, fold the paper almost in half (fold the bottom of the sheet up almost to the top). Next, fold the right edge of the doubled sheet a third of the way across, and then fold the left edge almost all the way to the right crease. Hold the letter by the right-hand crease, and put it in the envelope.



EXERCISE: Choose two of the following items, and pretend you are going to write the two business letters indicated. Use 8½ by 11 inch paper (typing or notebook paper) to write a skeleton letter for each item. You need not write the body of the letters; instead, use dotted lines to indicate it. Write out the other five parts of the business letter. Make up the dates, and use appropriate salutations and closings.

1. A letter to the Hobby-Craft Company, with offices in Little Rock, Arkansas. The Zip codes is 72201. The address is 156 Ferry Street.

2. A letter to the Sales Manager of the Genesius Costume Company. The address is 5840 Milton Street, and the Zip is 75206. The company has its offices in Dallas, Texas.

3. A letter to the Daughters of the American Revolution. Their office is in Washington, D. C., at 1776 D Street, N. W. The Zip code is 20006.

4. A letter to an author named Mrs. Melvin Nicholas. Her mail goes to Post Office Box 10. The Zip is 14870, and she lives in Painted Post, New York.

5. A letter to Mr. Charles Applington, who is Director of Tours for the Pilgrim Society. The society's offices are in Plymouth, Massachusetts, at 73 Winchester Avenue. The Zip is 02360.

EXERCISE: On a sheet of paper (turned sideways) draw two rectangles. Make one rectangle 9½ by 4 inches, to represent a long envelope. Make the other 6½ by 3 3/4 inches, to represent a short envelope. For the main address on these "envelopes", use the names and addresses given in two of the items you did not make skeleton letters for in the previous exercise. For the return address, use your own name and address. Be ready to copy your envelopes on the board.[3]

ARRANGING AN INTERVIEW BY PHONE

PACKET # 3

GOAL: Telephone interviews are a necessary step to a student obtaining a personal interview.

LEARNING OBJECTIVES:

a) The student will decide what he wants to know before going to the phone.
b) The student will conduct a successful personal interview over the phone.
c) The student will get specific information over the phone.

TASKS:

_____ 1. Read over the information sheet 3A

_____ 2. Decide what you need to know from the person you are calling

_____ 3. List these points on 3B

_____ 4. Bring your list to your teacher

_____ 5. Make your phone call

_____ 6. Report to your teacher on results of phone call

EVALUATION: Teacher check interview form.

SELECT TELEPHONING TIME CAREFULLY

It may be wise for you to select a special time each week for telephoning, say, Friday afternoon from 3 to 5 p.m., or Saturday morning, or Monday evening from 6:30 to 8 p.m. There is much to be said for building the habit of making your phone calls at the same time each week.

Keep in mind that some business and professional people whom you may want to reach during the day have peak periods of activity and you should try to avoid calling at these times. The following list of occupations and suggested "best times to call" may be helpful to you in scheduling your telephoning time.

WHEN TO CALL

Executivies, business heads, merchants, store managers, and department heads - after 10:30 A.M.

Physicians and surgeons -- 9 to 11 A.M. and 1 to 3 P.M.; after 4:30 P.M.

Dentists - before 9:30 A.M.

Lawyers - between 11 A.M. and 2 P.M. and 4 and 5 P.M.

Bankers and stockbrokers - before 10 A.M. or after 3 P.M.

Contractors and builders - before 9 A.M. and af-er 5 P.M.

Professors and school teachers - at home, 7 to 9 P.M.

Accountants - any time during the day, but not between January 15 and April 15.

Druggists and grocers - 1 to 3 P.M.

Publishers and printers - after 3 P.M.

Newspapermen - between 2 and 5 P.M.

Chemists and engineers - 4 to 5 P.M.

Clergymen - anytime between Tuesday and Friday

Secretaries - between 10 and 11 A.M., 2 and 4 P.M.

Small salaried salespeople and government employees - at home, evenings and Saturdays.

Housewives - 10 to 11 A.M.

Nurses - between 7 and 9 P.M.

TELEPHONE APPROACH

1. Salutation
2. Self identification
3. Basis for your call
4. Reason for your call
   a) Request for an appointment
   b) Subject you wish to discuss
5. Choice of times for appointment
6. Thank you

OPENING SENTENCES

Good morning, Mr._____, this is Bill Farmer. I am a student at Central Junior High School and I would like to talk to you about an English project I'm involved in.

HOW TO GET APPOINTMENTS - BY TELEPHONE

Your presentation should be short, concise, clear, and in good taste. It should be written and perfected through rehearsals before a telephone call is made.

Your words should be short, simple and clear. They should be understood by the listener instantly. Simple words are stronger and more effective than complicated words over the telephone.

Stick to a main idea. Ask for an appointment quickly.

TEN COMMANDMENTS IN TELEPHONE SELLING

1. You shall know your presentation thoroughly.
2. You shall make the presentation interesting to the listener.
3. You shall adapt yourself to each different personality.
4. You shall think about the prospect's viewpoint at all times.
5. You shall not show off your technical vocabulary.
6. You shall not interrupt your prospect while he is talking.
7. You shall conduct yourself in a professional manner.
8. You shall make the appointment your sole objective.
9. You shall not leave any objections unanswered.
10. You shall give your best performance each time you phone.[4]

5

TELEPHONE INTERVIEW FORM

3 B

1. Person to contact _____

2. Name of company _____

3. Phone number of company _____

4. Day called _____ Number of tries _____

5. What is it I want to know?
   a) Is it information by mail
   b) Are we asking permission to come for a visit

   1. _____

   2. _____

   3. _____

   4. _____

6. Results of call:

   Information? _____

   _____

   Time and date for visit _____

   Other _____

7. Conference with teacher.

COMPLETING A PERSONAL INTERVIEW

PACKET # 4

GOAL: Personal interviews are one of the most effective means of job information.

LEARNING OBJECTIVES:

a) The student will participate in a personal interview
b) The student will write a list of information he wants to know
c) The student will dress appropriately for the interview
d) The student will go through a mock interview displaying proper interview manners and conduct.
e) The student will evaluate his interview

TASKS:

_____1. Read the information sheet on "Basic Rules for Interviewing" and "Specific Information for Job Interviews". (4 A)
_____2. View Filmstrip "Preparing for an Interview".
_____3. Read the article on "Jamey Boy Wants a Job". (4 B)
_____4. Fill out sheet on information you want to know. (4 C)
_____5. Check your completed sheet with your teacher.
_____6. Find a partner who will listen to your practice interview. Have him/her fill out the "Reaction Sheet". (4 D) Turn it in to your teacher.
_____7. Before going to your interview, have an adult check over the appearance sheet. (4 E) Have them sign it and turn it in to your teacher.
_____8. Read over the information on the "The Seven Last Minute Suggestions". (4 F)
_____9. Go to your interview. Good Luck!
____10. Fill out the interview evaluation and turn it in to your teacher. (4 G)

EVALUATION: Successfully completed sheets on all the above tasks.

BASIC RULES FOR INTERVIEWING

1. The interview is a special kind of conversation in which the purpose is either to gather or to supply information.
2. The man who is prepared has his battle half fought.
3. When interviewing, prepare questions beforehand.
4. Make your best appearance.
5. Before every interview with some businessman or executive, stand in front of a long mirror. Imagine you are that executive looking at you for the first time. Don't leave the house until you are sure every inch of your appearance would give the kind of impression that executive would like to see, and you would like to give.
6. The first impression is a lasting one, so make yours a good one.
7. Remember the interview begins the second you make your appearance.
8. Keep the interview moving.
9. Don't monopolize the interview.
10. Treat the person you are interviewing with respect.
11. Closing an interview may be the hardest part. Some people don't wind up; they just run down. When the subject has been adequately covered, summarize and leave.

SPECIFIC INFORMATION FOR JOB INTERVIEW

1. Learn about the job.
2. Be able to give the personnel manager a concise picture of your abilities and interests.
3. Select the facts about yourself that you should emphasize in the interview.
4. Make a favorable impression - remember Confucius said: "When you know a thing, to hold that you know it; and when you do not know a thing, to allow that you do not know it; this is knowledge."
5. Clothes are more important than you may think. Shakespeare: "For the apparel oft proclaims the man....."
6. Your behavior reveals things about you that your words cannot. You would not say, "I am casual and good natured. I am easy to get along with and very courteous. Whatever I do, I am enthusiastic about." To say this would sound conceited. But you can get these qualities across to the employer by your behavior.
7. Your speech is the crucible of the interview. "As the vessel is known by the sound, whether it is cracked or not, so men are proved by their speeches, whether they be wise or foolish." Demosthenes
8. You are also entitled to ask some questions, the intelligence you reveal may very well get you the job.
9. End the interview on a positive note. "The tongue is but three inches long, yet it can kill a man six feet high." Japanese proverb

JAMEY BOY WANTS A JOB

4 B

Jamey stood in front of the mirror and combed his hair. He pulled at the long strands at the back and pushed them into his collar. He smoothed his mustache. Then he turned from the mirror.

Quickly, he picked up his black leather jacket from the bed. Then he hurried down the hall toward the front door.

"Where you going, kid?"

It was his father, sitting in the living room. The old man's face was behind a newspaper. His overalls, white socks and thick-soled shoes stuck out in front of him.

"Just out for a while," Jamey said to the newspaper.

"Listen, kid. When you're driving my car, you ain't just going out a while. Now where are you going?" The old man didn't move the newspaper.

At least he could look me in the face, Jamey thought. But he said, "I'm going to be interviewed for a job."

"No kidding," the man said, finally looking at the boy. "Hey, not with that hair! No one's gonna hire you with that mess. And that mustache. And you ain't even got on a clean shirt."

"I guess Mom forgot to iron one. I asked her yesterday. Anyway, it doesn't matter. The job's at a body shop."

The man stared at the boy. "So Jamey boy wants a job. Well, it's about time you did something."

"My shop teacher at school, Mr. Baines, is helping me. He wrote a letter to the guy who owns the body shop."

"Well, on your way over there, get a haircut," the old man said. Then he picked up the newspaper again.

Jamey went out the door. He was late. Even Mr. Baine's letter wouldn't cover for him if he got there late. He ran to the car.

Jamey felt glad that Mr. Baines had done him this favor. Jobs weren't easy to get these days. And Mr. Baines had written good things about Jamey. In fact, the letter was so good, it made Jamey feel uneasy.

Mr. Baines had set up another boy in a job at a paint shop. Jamey knew the boy was stealing things. Little things, but stealing. It might take a while before the kid was caught. Mr. Baines would look bad. Jamey didn't want to rat on the kid, but he worried about Mr. Baines. Well, it wasn't his problem.

Jamey reached for a cigarette. His pocket was empty. He really wanted one. Maybe if he hurried, he could buy a pack on the way to the interview.

Jamey wheeled out of the driveway and down the street. At a corner, he pulled up in front of a candy store. There was a parking space. He jumped out and went in.

Soon he came out, with a cigarette between his lips. Then he stopped. A woman had parked a big station wagon beside his car. He couldn't get out.

(Cont-d)

"Hey, lady!" Jamey yelled. "You gotta move that car! I'm late!"

The woman was unloading a bunch of little children. She looked up. "Just a minute, please. We're almost all out now."

Jamey got into the car. It took the woman forever to get all the children out. Finally, she moved her car. Jamey was already 10 minutes late.

The shop was noisy when he got there. Two kids were working on a '69 Olds. An older man was with them. He said something about Jamey's long hair.

"Where's the boss?" Jamey asked.

"He don't go for hippie types," the man teased.

"I have an appointment," Jamey said.

The man turned and yelled, "Some dude here to see you, Mr. Helms!"

Mr. Helms started over. He waved to Jamey to follow him. Trying to be cool, Jamey lit a cigarette and threw the match on the floor. Too late, he saw a frown on the shop owner's face.

"So you're the boy Mr. Baines wrote about? Are you usually late to appointments?"

Jamey turned red. He couldn't explain why he was late. He said, "I got tied up in traffic."

They went into Mr. Helms' little office. Mr Helms handed a sheet of paper to Jamey. "Fill in this application."

"You mean right now?"

"Why not right now?" Mr. Helms sounded angry. "If you can't write, I can't use you. You have to make out bills and things."

Jamey took the application. He knew he was making a bad impression. Why did he always mess things up when he wanted to succeed?

He couldn't make out all the questions on the application. But he filled in as many blanks as he could. Then he handed the paper back to Mr. Helms.

The owner put on his glasses and looked it over. Then he stood up.

"Mr. Baines gave you a good recommendation. But I want to give this a little thought. I'll call you in a week or so. Thank you for coming in."

Was this a brush off? Was there any way of changing things? Jamey wondered. What would Mr. Baines think?

Jamey didn't want to think about it. He walked out of the shop and into the street. As he headed for the car, he reached for a cigarette.[5]

PERSONAL INTERVIEW INFORMATION

4 C

Person you will interview _____

Person's job _____

Time and day set for interview _____

Place of interview _____

INTERVIEW QUESTIONS

What you want to know	What you found out
1 _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

REACTION SHEET FOR PRACTICE INTERVIEW

4 D

1. Name of person listening to you _____

2. In this introduction, did the student give you:

	yes	no
his name.....	_____	_____
where he is from.....	_____	_____
why he came for interview...	_____	_____

3. Did the student dress properly for this interview?. _____ _____

4. Did the student use good manners in the following:

	yes	no
a) Did he listen closely to you when you spoke?	_____	_____
b) Did he look at you, not the floor?	_____	_____
c) Did the student chew gum?	_____	_____
d) Did he try to control his nervousness?	_____	_____
e) Did he use correct English?	_____	_____
f) Did he thank you properly at the end?	_____	_____

_____
Student Interviewer Signature

_____
Student Signature

APPEARANCE SHEET

4 E

_____1. Have I taken a bath, combed my hair and brushed my teeth?

_____2. Are my clothes clean with all of the buttons on?

_____3. Did you wear the right kind of clothes for the interview? (Hiking boots are not the thing to wear to an office interview!)

_____4. Do I have clean hands and nails?

_____5. For girls, have you put your make-up on "artfully"?

_____6. I have had someone look me over, and I'm ready for my interview!

_____
Adult Signature

_____
Student Signature

THE SEVEN LAST MINUTE SUGGESTIONS

4 F

1. Dress well but not flashily.

2. Be on time.

3. Introduce yourself, if that is necessary, and express your appreciation for the interview.

4. Have in mind, or in written form, a number of questions to which you want answers. This will show your seriousness. If the person giving the interview says something you think especially important to you, ask permission to write it down. You should have pencil and pad with you so that you will not have to borrow such items.

5. If possible, avoid questions to be answered simply by yes or no. Questions of this type usually do not give the type of information in which you are interested.

6. Keep yourself and the other person on the subject. If he is inclined to wander, tactfully guide him back on the subject of careers with a good question when the opportunity presents itself.

7. End the interview as soon as you have obtained the career information you need. Express thanks for the interview.[6]

INTERVIEW EVALUATION

4 G

1. What kinds of things did you learn from your visit?

2. How long did you stay?

3. Other comments

THANK YOU LETTER

PACKET # 5

GOAL: Students should be able to respond to an interview or visit by writing a thank you letter.

LEARNING OBJECTIVE:

a) The student will write a correct thank you letter.

TASKS:

_____1. Read the information sheet. (5 A)

_____2. Write a thank you letter on scratch paper.

_____3. Check it with your teacher.

_____4. Rewrite your letter in ink on good stationery.

_____5. Address your envelope. Check it with your teacher, and mail it.

EVALUATION: The letter itself.

THANK-YOU LETTERS

5 A

THANKS FOR GIFTS: When someone brings you a present, you just naturally thank him right away. When someone mails his gift to you, you will want to thank him too-and you can do so by writing a thank-you letter. The important thing is to be prompt. Don' postpone writing until you can think of something impressive or clever to say. All you need do is tell the giver quite simply that you appreciate his gift. For example:

Dear Kevin,

The box of colored pens is a terrific birthday present. As you can see, I'm using them already. How do you like getting a letter written in bright red ink? Ever since I opened the package, I've been signing my name on scraps of paper to try out all the colors. I never knew before that you could get pens with brown ink and purple ink and gold ink and crazy colors like that. I'm even thinking of using a different color for each of my subjects when I put my homework assignments in my notebook.

Having all these colors is going to be handy for all kinds of projects. This week I have to make a knot chart for Scouts, and I'll use different colors to label the different kinds of knots.

I think you can tell that I like your present. Thanks a lot. I'll really have fun experimenting with these pens. Next time I write to you, I may use the orange one.

Your cousin,

Ray

Anyone would be pleased to get a thank-you letter like this one. Ray not only thanks Kevin, of course; but by telling him some of the ways he plans to enjoy his present, he also lets Kevin know how much he likes it.

THANKS FOR VISITS: You say "thank you" whenever you have stayed overnight or longer in someone's home, the same as you do after being there just for a meal or a party. But when you have been an overnight guest, you should also write a note of thanks, even though you have already thanked your hostess in person. When you stay with a friend your own age, your hostess is usually your friend's mother; and you write your

thank-you letter to her. (You probably would write to your friend at the same time, of course.)

Letters of this kind, often called "bread-and-butter" letters, should be written promptly--within a day or two after your visit. Deciding what to say is not hard. All you have to do is pick out some of the the things that made your visit enjoyable, as Al does here:

Dear Mrs. Adams,

Thank you for inviting me to spend the weekend with Jeff. I had a wonderful time. It was fun to get together over our stamp collections again, and I think we're both happy with the swaps we made. At least I know I am.

The football game on Saturday was great. I'd never seen a Big Ten game before, so I'll remember it for a long time. I was glad State won. I guess I'm a State fan now, too, and I'll keep rooting for them to go to the Rose Bowl.

I've told Mom all about the swell meals you fed us, and she says she hopes I know they were a lot of work for you. I do, and I enjoyed every bite.

Thanks a lot for everything.

Sincerely yours,

Al Warner

THANKS FOR FAVORS: When someone does you a favor, and you cannot thank him in person, you write a thank-you letter to tell him you are grateful. As with your thanks for gifts and visits, you should not delay thank-you letters for favors. Writing quickly is the best way to show that you really do appreciate the help you received. Here is an example:

Dear Mrs. Cain,

Thank you very much for suggesting to Mrs. Martin that I could baby-sit with Penny and Paul this summer. She called up, and Mother sent me over to talk to her.

Well, I got the job! I'll start as soon as school is out for the summer. Penny and Paul are cute babies, and it will be fun taking care of them. Besides, it will be nice to have some extra money for clothes next fall. Dad says I have to save some of it too.

Thanks again for thinking of me.

Gratefully,

Martha

SHARING OUR EXPERIENCE

PACKET # 6

You may share your interview results in one or more of these ways:

a) Tell your small group about your experiences.

b) Write up a two page report on where you went, what you did, and what you learned. Hand in to the teacher who will share it with your small group.

c) Make up a section of the bulletin board, using your gathered information.

CAREER AND PERSONAL INVENTORY

PACKET # 7

GOAL: Exploration of relationships between self and others resulting from job performance, involving others relying on him/her to complete accepted assignment, of the different values others hold and of individual differences providing opportunities for personal growth.

LEARNING OBJECTIVES:

a) The student will assess his personal interests and aptitudes.
b) The student will examine his self image.
c) The student will study his relationships with others.

TASKS:

_____1. See your counselor to make an appointment to take the Kuder Preference Test. This will help you decide what you are interested in.

_____2. Fill out and think about the attached Personality Rating Sheet. (7 A)

_____3. Take a Self - Inventory. (7 B) Hand in.

_____4. Fill out the sheet on Personal Characteristics. (7 C)

_____5. Read the sheet "How Do I Judge Other People." (7 D)

_____6. Watch the filmstrips in LVC "Foundations for Occupational Planning". (SVE, 1961)
   a) Who are You? G 48-49
   b) What do You Like to Do? 6-46-47
   c) Waht is a Job? 652-53
   d) What are Job Families? G54
   e) What Good is School? G50-51

EVALUATION: Fill out and hand in all forms. See your teacher for a personal conference.

PERSONALITY RATING SHEET

7 A

	Never	Some-times	Usually	Always
1. Am I clean, neat, well groomed and appropriately dressed?				
2. Am I courteous and helpful to others?				
3. Am I courteous to others?				
4. Is my grammar without error?				
5. Am I in good health?				
6. Am I acceptable socially?				
7. Can I carry on a conversation reasonably well?				
8. Am I able to accept suggestions and criticism?				
9. Am I sensible about spending money?				
10. Do I like people of all kinds?				
11. Am I able to make decisions?				
12. Do I have leadership qualities?				
13. Am I cheerful and optimistic?				
14. Am I a good student?				
15. Am I careful to be on time?				
16. Do I do more than is expected of me?				
17. Do I accept responsibility for things that are my fault?				
18. Do I act in a reasonable way when I do not get what I want?				

(Cont-d)

	Never	Some-times	Usually	Always
19. Do I try to see the other person's point of view?				
20. Do I try to see myself as others see me?				

Scoring:
200 - excellent
175 - good
150 - fair

Below - need to work on yourself

7 B

HOW DO YOU SEE YOURSELF?

Where do you fit in? Here are pictures of people in eight different fields. Can you see yourself in any of these pictures? Match up your picture of yourself with these pictures of people at work.

1. Do you like literary work? Do you like to read and write? Are you good at English?

2. Do you like scientific work? Do you like to solve problems or invent things? Are you neat and accurate? Are you good at science?

3. Do you like mechanical work? Are you good with tools? Do you like to fix things?

4. Do you like clerical work? Do you like keeping things in order? Do you like to work indoors?

5. Do you like persuasive work? Do you like to deal with people and convince them to do certain things? Do you speak well?

6. Do you like to work outdoors? Are you strong and in good health? Are you good with your hands?

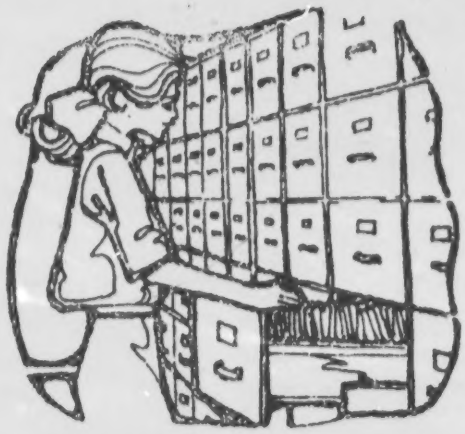
7. Do you like social service work? Do you enjoy helping people?

8. Do you like artistic work? Do you like to create things with your hands?

1. Literary Work
Could this be you? ☐ Yes ☐ No

2. Scientific Work
Could this be you? ☐ Yes ☐ No

3. Mechanical Work
Could this be you? ☐ Yes ☐ No



4. Clerical Work
Could this be you? ☐ Yes ☐ No

5. Persuasive Work
Could this be you? ☐ Yes ☐ No

6. Outdoor Work
Could this be you? ☐ Yes ☐ No

7. Social Service Work
Could this be you? ☐ Yes ☐ No

8. Artistic Work
Could this be you? ☐ Yes ☐ No

WHAT DO YOU LIKE TO DO MOST?

What kind of a job can you do best? This is a tough question to answer by yourself. Two kinds of tests can help you decide. You can take an aptitude test (see page 42). It shows you what you can learn to do best. And you can take a personality test, which shows what you like to do most.

What is a personality test like? It's not really a test, but a look at your interests. There are no passing or failing scores. An answer is right if it is true for you. Your answers tell you and a vocational counselor what kind of job you'd enjoy and do well.

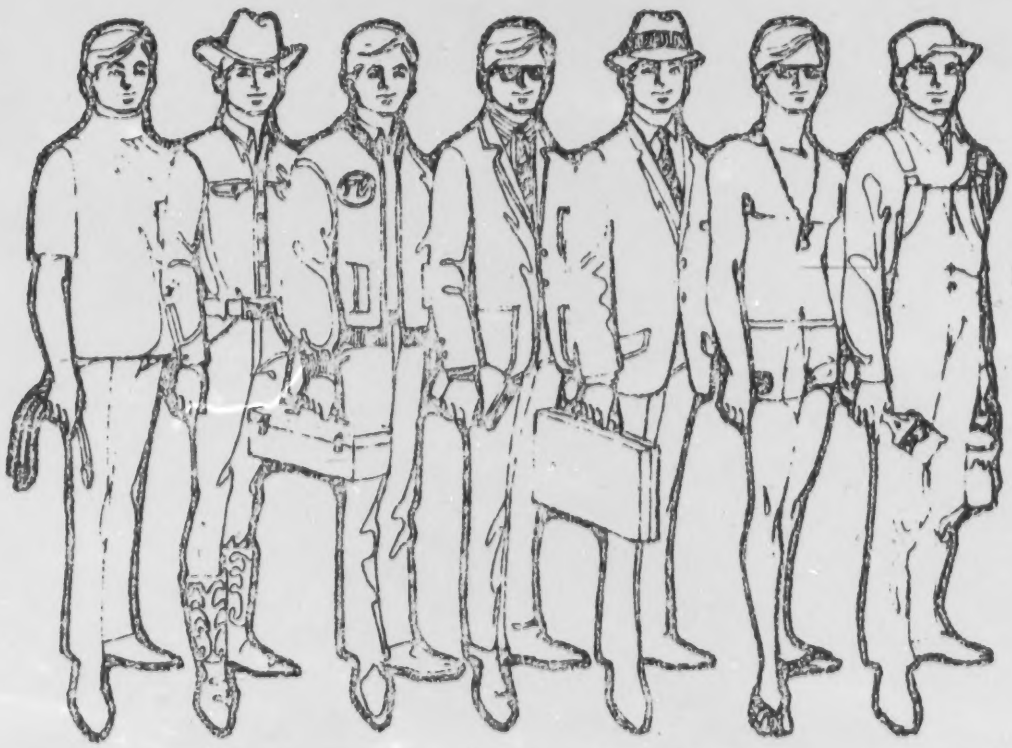
There are many different kinds of personality tests. One kind is here on these pages. Take it for practice. You won't get a grade on this test. Only a vocational counselor can tell you how your answers can help you.

Below you will find a list of things to do in groups of three. Decide which of the three activities in each group you would like to do MOST. Beside this activity, put an X in the first box, the one headed M. Then decide which of the three activities you like LEAST. Beside this activity, put an X in the second box, the one headed L.

Pretend you can do all the things listed, even those that need special training. You may like all three activities in a group, or you may dislike them all. In any case, show what you would choose if you had to choose.

	M	L
1. Repair cars	☐	☐
Design new cars	☐	☐
Sell cars	☐	☐
2. Discover a cure for a disease	☐	☐
Write an article about a disease	☐	☐
Help someone overcome a disease	☐	☐
3. Work at a telephone switchboard	☐	☐
Repair telephone lines	☐	☐
Install telephones in homes	☐	☐
4. Visit a big tobacco farm	☐	☐
Visit a newspaper office	☐	☐
Visit an airplane factory	☐	☐
5. Draw a picture of a dog	☐	☐
Build a doghouse	☐	☐
Write a story about a dog	☐	☐
6. Plan a school dance	☐	☐
Collect tickets at the door	☐	☐
Decorate the dance hall	☐	☐
7. Sort mail in a post office	☐	☐
Grow vegetables	☐	☐
Care for old people	☐	☐
8. Conduct a meeting	☐	☐
Keep track of dues and expenses	☐	☐
Write what happens at a meeting	☐	☐
9. Teach a child how to swim	☐	☐
Fix a toy for a child	☐	☐
Explain electricity to a child	☐	☐
10. Work in an office	☐	☐
Work on a ranch	☐	☐
Sell insurance around the country	☐	☐

	M	L
11. Manage a political campaign	☐	☐
Design campaign posters	☐	☐
Answer the phone at headquarters	☐	☐
12. Wait on people in a store	☐	☐
Sell from door to door	☐	☐
Write advertisements	☐	☐
13. Prepare pay checks in an office	☐	☐
Repair office equipment	☐	☐
Interview people for work	☐	☐
14. Write a play	☐	☐
Direct a play	☐	☐
Paint scenery for a play	☐	☐
15. Do research on improving a product	☐	☐
Persuade people to use a new product	☐	☐
Figure out the cost of producing a product	☐	☐
16. Teach first aid at a camp	☐	☐
Teach arts and crafts at a camp	☐	☐
Teach sports at a camp	☐	☐
17. Draw plans for houses	☐	☐
Help build houses	☐	☐
Sell houses	☐	☐
18. Visit a chemical laboratory	☐	☐
Visit a weather station	☐	☐
Visit a large prison	☐	☐
19. Write newspaper articles	☐	☐
Deliver newspapers by truck	☐	☐
Bill customers for newspapers	☐	☐
20. Pilot an airliner	☐	☐
Make airline reservations	☐	☐
Sell airline service	☐	☐
21. Repair factory machinery	☐	☐
Inspect factory products	☐	☐
Check factory workers' health	☐	☐
22. Create oil paintings	☐	☐
Paint houses	☐	☐
Fill out orders for paint	☐	☐



WHAT DO YOUR ANSWERS TELL YOU?

Only a vocational counselor can tell you the results in detail. But here you can get an idea of your interests. And the more interested you are in something, the more successful you will probably be in it.

This test measures eight interests. (Pictures of people with these interests appear on pages 28-36.) They are:

1. ***Literary work.*** People interested in literary work like to read, write, and teach.

2. ***Scientific work.*** People interested in scientific work like to solve problems or invent things.

3. ***Mechanical work.*** People interested in mechanical work like to use machines and tools and fix things.

4. ***Clerical work.*** People interested in clerical work like details, accuracy, and working indoors.

5. ***Persuasive work.*** People interested in persuasive work like to deal with others and sell them ideas and products.

6. ***Outdoor work.*** People who like to work outdoors usually do well as farmers, foresters, construction workers, and so on.

7. ***Social service work.*** People interested in social service work enjoy helping others.

8. ***Artistic work.*** People interested in artistic work like to create things with their hands using design, colors, and materials.

Here's how to find out your interests. Look, for example, at question one on page 12:

(a) Repair cars
(b) Design new cars
(c) Sell cars

If (a) is the activity you like most, you show *mechanical* interest. If you chose (b), you show *artistic* interest. If you chose (c), you show *persuasive* interest.

Look at question two on page 12:

(a) Discover a cure for a disease
(b) Write an article about a disease
(c) Help someone overcome a disease

A choice of (a) shows *scientific* interest; (b) shows *literary* interest; (c) shows interest in *social service.*

After you go over all your answers, you should have a picture of your interests. At this point, a vocational counselor should help you. He can tell you the many different kinds of jobs within a single interest area. He won't tell you what to do—only what you might enjoy doing, and do well.

My major interests are (check from one to three areas):

_____1. Literary work. _____2. Scientific work. _____3. Mechanical work.

_____4. Clerical work. _____5. Persuasive work. _____6. Outdoor work.

_____7. Social service work. _____8. Artistic work.

JOBS IN EIGHT FIELDS

IF YOU LIKE	YOU MIGHT LIKE TO BE A
LITERARY WORK	newspaper reporter magazine writer author advertising writer librarian teacher editor proofreader news broadcaster
SCIENTIFIC WORK	doctor laboratory technician dietician engineer electronics technician chemist dentist pharmacist biologist physicist space scientist draftsman bacteriologist
MECHANICAL WORK	heavy-machinery operator auto mechanic airplane maintenance or repairman TV or radio repairman small-appliance repairman telephone installer air-conditioner installer locksmith machinist airline pilot electrician truck driver plumber
CLERICAL WORK	office clerk secretary bookkeeper computer operator order-fulfillment clerk office manager file clerk post-office clerk accountant bank teller typist hotel clerk switchboard operator tabulating-machine operator office messenger stock clerk ticket agent
PERSUASIVE WORK	salesclerk car or insurance salesman lawyer politician union leader door-to-door salesman employment manager lecturer travel agent
OUTDOOR WORK	house painter bricklayer carpenter telephone lineman construction worker farmer forester gardener sports instructor pro athlete gas-station attendant recreation director
SOCIAL SERVICE WORK	nurse nurse's aid YMCA worker tutor vocational counselor religious leader social worker physical therapist orderly home economist practical nurse
ARTISTIC WORK	artist photographer musician actor dress designer model dancer interior decorator hand letterer movie cameraman architect hair stylist cartoonist furniture designer

Jobs I might like are _____

PERSONAL CHARACTERISTICS

7 C

Using the following list, check yourself as above average, average, or below average in each area.

	Above Average	Average	Below Average
Intelligence			
Health			
Cleanliness			
Neatness			
Quality of voice			
Manners			
Punctuality - on time			
Patience			
Dependability			
Honesty			

	Always	Usually	Never	Almost Never
I work up to my ability.				
I get along with people.				
When given a job, I try to do it thoroughly.				
I am considerate of other people.				
I can control my temper.				

What other areas would an employer be interested in? List two.

1. _____

2. _____

7 c
(cont-d)

Answer "yes", "no", or "sometimes" to the following questions.

	Yes	No	Sometimes
Do I try to be cheerful at all times?			
Is this necessary? Why or why not? _____			
Do I join extracurricular school activities that would give me other experiences and opportunities?			
Is this necessary? Why or why not? _____			
Do I protect my health by eating good food, and by getting enough rest?			
Is this necessary? Why or why not? _____			
Am I doing the best I can in my studies?			
Is this necessary? Why or why not? _____			
Do I present myself as I should in school, in public, and at home?			
Is this necessary? Why or why not? _____			
Do I show respect for others opinions?			
Am I planning for the future?			
Do I wear the proper kind of clothing?			
Do I wear my hair to conform with accepted standards?			
Do I have a high standard of personal cleanliness?			

7 C
(Cont-d)

List some of the personal characteristics that an employer would want in the person who applied for the following jobs. You can check with the counseling office; there should be pamphlets with some information. Talk to the counselors and to friends who may have one of the jobs listed. For example, in reference to the secretarial job, why not ask one of the school's secretaries about their boss's demands. Don't forget the library.

TELEPHONE OPERATOR	HAIR DRESSER
WAITRESS	NURSE
TYPIST	GENERAL SECRETARY
RECEPTIONIST:	FILE CLERK
SALESGIRL	STEWARDESS
FACTORY WORKER	TEACHER

Are there any other types of jobs that you would be interested in? It might be worth your time to check them out.

1._____ 2._____
3._____ 4._____

7 C
(Cont-d)

NEWSPAPER WANT ADS
Female Help Wanted

Write down the information asked for, if it is given in the ad.

First choice:

1. What kind of job is it?_____
2. Does it require experience?_____
3. Is there an age limitation?_____
4.
4. Do you have to be a high school graduate?_____
5. What is the starting pay?_____
6. Does it require any special abilities? What are they?_____
_____

Second Choice:

1. What kind of job is it?_____
2. Does it require experience?_____
3. Is there an age limitation?_____
4. Do you have to be a high school graduate?_____
5. What is the starting pay?_____
6. What special abilities does it require?_____

Third Choice:

1. What kind of job is it?_____
2. Does it require experience?_____
3. Is there an age limitation?_____
4. Do you have to be a high school graduate?_____
5. What is the starting pay?_____
6. Does it require any special abilities?_____ What?_____
_____

HOW DO I JUDGE OTHER PEOPLE?

7 D

Directions: Put a check in the appropriate column as to how you feel about each question when you're deciding whether or not you like a person as a friend.

Question	Very Important	Important	Doesn't Matter
Is he handsome? Is she pretty?			
Is he/she rich?			
Is he/she poor?			
Is he/she of the same religion as I?			
Is he/she of the same race as I?			
Is he/she approximately the same age as I?			
Does he/she dress like the other kids do?			
Is he/she more intelligent than I?			
Is he/she less intelligent than I?			
Can I almost always get him/her to do what I want him/her to do?			
Is he/she interested in the same things I am?			
Do my parents like him/her?			
Does he/she lie?			
Can I trust him/her?			
Will he/she be my friend for a long time?			
Will he/she back me up if I get in trouble?			
Would he/she talk about me behind my back?			

7 D
(Cont-d)

	Very Important	Important	Doesn't Matter
Is he/she a tattletale?			
Does he/she have many other friends?			
Does he/she make me laugh lots?			
Is he/she easy to talk to?			
Is he/she a good student?			
Does he/she share his belongings?			
Is he/she from a friendly family?			
Does he/she have good manners?			
Does he/she avoid bad language?			
Does he/she respect property?			
Does he/she behave respectfully to others, even strangers?			

JOB FORMS TO KNOW ABOUT

PACKET # 8

GOALS: Every student should be familiar with career related forms.

LEARNING OBJECTIVES:

a) The student will be able to apply for a Social Security number.
b) The student will be able to fill out a typical job application form, including listing references.

TASKS:

_____1. Fill out the application for a Social Security number. (8 A)

_____2. Have your teacher check it.

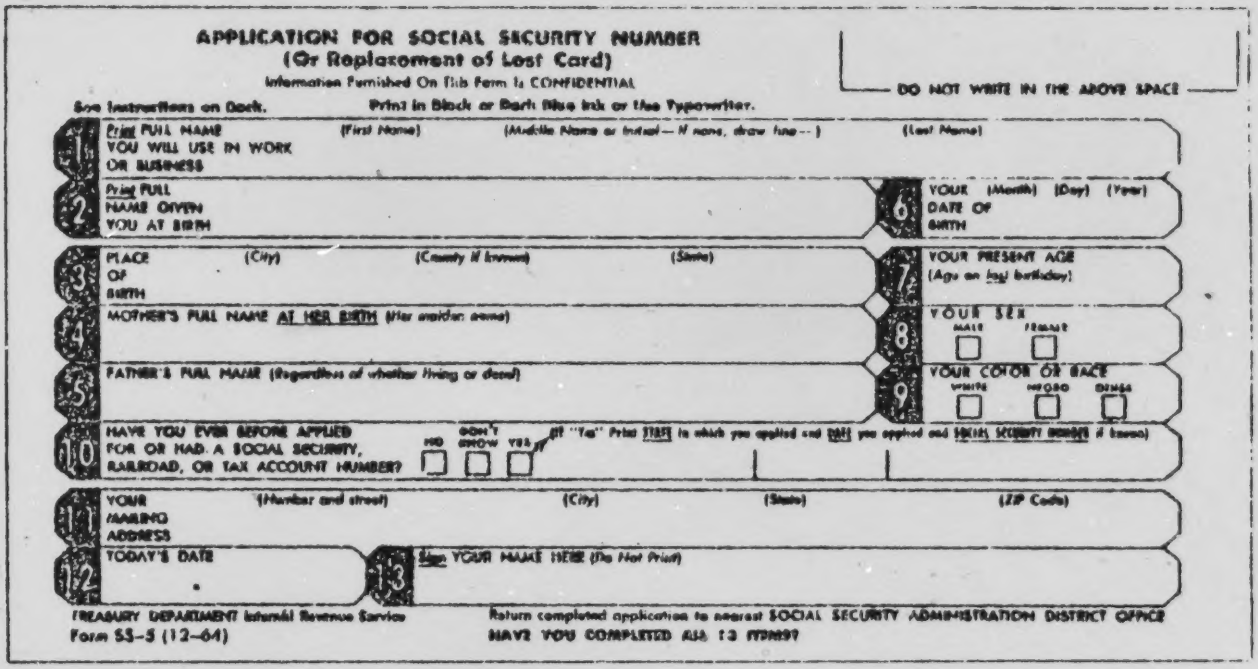
_____3. Go to the post office and fill out a real form.

_____4. Fill out two of the five application forms. (8 B)

_____

EVALUATION: Completed forms will be finished correctly for teacher approval.

YOUR NUMBER FOR LIFE



APPLICATION FOR SOCIAL SECURITY NUMBER
(Or Replacement of Lost Card)
Information Furnished On This Form Is CONFIDENTIAL

DO NOT WRITE IN THE ABOVE SPACE

See Instructions on Back. Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial — If none, draw line —) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

3 PLACE OF BIRTH (City) (County If Known) (State)

7 YOUR PRESENT AGE (Age on last birthday)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

8 YOUR SEX MALE FEMALE

5 FATHER'S FULL NAME (Regardless of whether living or dead)

9 YOUR COLOR OR RACE WHITE NEGRO OTHER

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO DON'T KNOW YES (If "Yes" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and street) (City) (State) (ZIP Code)

12 TODAY'S DATE

13 Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service
Form SS-5 (12-64)

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION DISTRICT OFFICE
HAVE YOU COMPLETED ALL 13 ITEMS?

Before you can hold a job, you must get a Social Security card. What is Social Security?

When you work, you must pay about five cents out of every dollar to the government. Your employer takes this money out of your pay check. He also pays the government about five cents for every dollar you earn. So for every dollar you earn, about ten cents goes to the government. The government uses this money to help you in several ways:

1. When you retire from work, you get money to live on. The age of retirement for women is 62. For men, it is 65.

2. If a man dies before his wife, she gets money to live on.

3. Suppose you get sick or hurt while working. You get money until you are well enough to work again.

4. After you are 65, part of your doctor bills are paid for. This is called Medicare.

It is easy to get a Social Security card. First, look in the phone book under "U.S. Government — Health, Education and Welfare Dept." Find the Social Security office near you. Then write, phone, or visit the office.

You will be given a form like the one on this page. After you fill it in, you will get a Social Security card with your number on it. This will be your number for the rest of your life. If you lose your card, you can get another one. But it's a good idea to keep your card in a safe place. Carry it only when you go for a job.

For practice, fill in the form here. Ask your teacher if you have any questions. 9

Exercise 33 · JOB APPLICATION FORM

You have been called for an interview. When you arrive, you are asked to fill out a job application form. Be sure to be accurate and neat. Write "none" if a question does not apply to you.

Job Application

Position Applying For: _____ Date _____

Name _____ Male ☐ Female ☐
Last First Middle

Present Address _____ Phone _____
Number Street City

Date of Birth _____ Are you a U.S. Citizen? Yes ___ No ___

Check (✓) One	Single	Married	Widowed	Separated	Divorced	Height	Weight	Color of Eyes	Color of Hair
	___	___	___	___	___	___ ft ___ in	___	___	___

First Name of Wife (Husband) _____ Her (His) Place of Employment _____

Number of Children _____ Ages _____ Number of Other Dependents _____

EDUCATION	NAME AND LOCATION OF SCHOOL	DATE GRADUATED OR LAST YEAR ATTENDED	COURSE OF STUDY
Elementary			
High School			
College			
(business or Other trade school)			

HEALTH RECORD:

Check (✓) One Excellent ___ Good ___ Poor ___

Specify any serious injuries _____

WORK EXPERIENCE

(List Most Recent First)

Company Name & Address	Mo. Yr.	Position	Reason for Leaving
1.	From:		
	To:		
2.	From:		
	To:		
3.	From:		
	To:		
4.	From:		
	To:		

REFERENCES

(List names of three people, not related to you, whom you have known for at least one year)

NAME	ADDRESS	PHONE	BUSINESS

For those applying for clerical work only

Typing Rate _____

Shorthand Speed _____

Office Machines you can operate _____

_____

_____

I certify that the information contained herein is true to the best of my knowledge and belief.

_____
Signature of Applicant

TARGET STORES INC.

A N EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

Name _____ (LAST) (FIRST) (MIDDLE INITIAL) (MAIDEN NAME) Social Security Number _____ Date _____

Present Address _____ (STREET) (CITY) (STATE) (ZIP) Phone No. (AC) _____ Do you Rent ☐ Own ☐ Other ☐

Previous Address _____ (STREET) (CITY) (STATE) (ZIP) Date of Birth _____ (MO.) (DAY) (YEAR) Sex ☐ (M) ☐ (F)

Marital Status Single ☐ Married ☐ Divorced ☐ Separated ☐ Occupation of Spouse _____ Number of Dependents _____

In case of an emergency notify _____ (RELATIONSHIP) Address _____ Phone No. _____

How were you referred to Target Stores? _____

Have you every been employed by Target Stores Inc.? Yes ☐ No ☐ If yes, when _____ Relatives in Target Stores _____

Friends in Target Stores Inc. _____ Are you a U.S. Citizen? Yes ☐ No ☐

Have you served in the Armed Forces? Yes ☐ No ☐ If yes, type of discharge? _____ What is your Present Draft Status? _____

Have you ever been arrested? Yes ☐ No ☐ Have you ever been convicted of a crime, misdemeanor, felony? Yes ☐ No ☐

PLACEMENT INFORMATION

Do You Desire:

Part Time ☐ Full Time ☐ Hours Available _____ Days Available _____ Position Applying For _____

Related Experience _____ Interest in other work _____ Minimum Salary Required _____

Do you type? Yes ☐ No ☐ WPM _____ Take Dictation? Yes ☐ No ☐ WPM _____ Office Machines you operate? _____

EDUCATION	Name of School	Circle Last Year Completed	Year Grad.
Grade School		1 2 3 4 5 6 7 8	
High School		1 2 3 4	
College		1 2 3 4 (Grad. Work)	
Business or Trade Schools			

If you attended a college or university state: Major _____ Minor _____

GPA — Extra curricular activities _____

MEDICAL INFORMATION

Have you ever received benefits for any injury or illness that was incurred on a result of employment? Yes ☐ No ☐ If Yes, explain. _____

Have you consulted, been examined or treated by a physician, osteopath, chiropractor, etc. within the past 5 years? Yes ☐ No ☐ If Yes, explain. _____

Height _____ Weight _____

PREVIOUS EMPLOYMENT

List last 5 Employers	Employer and Address	Immediate Supervisor	Started Mo.-Yr.	Left Mo.-Yr.	Position Held	Pay Rate (Salary)	Reason for Leaving
Last or Present Job							
Second Previous							
Third Previous							
Fourth Previous							
Fifth Previous							

PERSONAL REFERENCES (DO NOT LIST RELATIVES, PRESENT OR FORMER EMPLOYEES OF TARGET STORES)

Name	Name
Address	Address
City	City
Occupation	Occupation

I affirm that my answers to the foregoing questions are correct and true and that I have not withheld any fact that would discredit my application. I understand that to qualify for regular employment I must submit to and pass a physical examination by a company-designated doctor. I also understand that my previous employment record and personal references must be satisfactory to Target Stores.

I also understand that any false statement in this application will be cause for dismissal.

This does not constitute a contract.

Signature _____ Date _____

DO NOT WRITE HERE FOR OFFICE USE ONLY

Dept. _____ Job Title _____ DX ☐ New

Starting Date _____ Starting Time _____ Temporary ☐ Rehir

Starting Rate _____ Interviewer _____ Regular ☐ Trans

DO NOT WRITE BELOW THIS LINE

Interviewers Comments

22

NAME _____ DATE _____ HOME PHONE NO. _____
(First) (Middle) (Last)

PRESENT ADDRESS _____
(No.) (Street) (City) (Zone) (State)

POSITION APPLIED FOR _____ Full Time ☐ Part Time ☐ Salary Expected _____

Sex: Male ☐ Female ☐ Date of Birth ___ ___ 19___ Height ___ ft. ___ in. Weight ___ lbs.
Social Security Number _____

Single ☐ Married ☐ Separated ☐ Engaged ☐ Widowed ☐ Divorced ☐ Date of Marriage _____
No. of Children _____ Their Ages _____ No. Other Dependents _____ Ages _____
Are You a Citizen of the U.S.? Yes ☐ No ☐ Birth Certificate or Maiden Name _____

Do you: Own Your Home? ☐ Rent? ☐ Live With Relatives? ☐ Board? ☐ With Friends? ☐ Other _____
Is Your Wife (Husband) Employed? No ☐ Yes ☐ What Kind of Work? _____
If Married Woman, First Name of Husband _____
In Case of Emergency, Notify _____
(Name) (Relationship) (Phone)

EDUCATION

Type of School	Name and Address of School	Courses Majored In	Circle Last Year Attended	Graduate? Give Degrees	Last Year Attended
Elementary			5 6	Yes ☐ No ☐	19
Jr. High School			7 8 9	Yes ☐ No ☐	19
High School			10 11 12	Yes ☐ No ☐	19
College			1 2 3 4	Yes ☐ No ☐	19
Business School	A.				19
	B.				19
Correspondence or Night School	A.				19

List Scholastic Honors and Extra Curricular Activities _____

How Did You Happen to Apply at Country Club? (Applied Voluntarily, Answered Want Ad, Referred by Country Club Employee) _____

List Relatives Now Working for Country Club and Their Relationship _____

Were You Ever Employed by Country Club? Yes ☐ No ☐ If So, When and Where? _____

PERSONAL

Do You Have Any Physical Defects? _____
What Operations, Illnesses, or Accidents Have You Had in Recent Years? _____
Are You Willing to Take a Physical at Company Expense? _____ Have You Ever Been Committed to an Institution? _____
Are You An Alcoholic Now? Yes ☐ No ☐ Have You Ever Been? Yes ☐ No ☐
Have You Ever Been Arrested for Anything Other Than Traffic Violations? Yes ☐ No ☐
Are You Now, or Have You Ever Been a Member of the Communist Party? Yes ☐ No ☐
Are You Willing to Take a Polygraph (lie detector) Test Any Time During Your Employment with Country Club? Yes ☐ No ☐

If You Are Applying for Part Time Work, What Hours Are You Available? 33
Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

(COMPLETE OTHER SIDE)
Over

WORK HISTORY

(Record U.S. Military Service As a Position)

the names of all your former employers, with the most recent; employer's Name and Address	Kind of Business	Time Employed From Mo.	Time Employed From Yr.	Time Employed To Mo.	Time Employed To Yr.	Nature of Work	Starting Salary	Salary at Leaving	Reasons for Leaving	Name of Immediate Superior
										Name Title
										Name Title
										Name Title
										Name Title
										Name Title
										Name Title
										Name Title
										Name Title

by number any of the above employers whom you do not wish us to contact. Ever bonded? ☐ No, ☐ Yes; On what jobs?

References (Not Former Employers or Relatives)	Address	Phone Number

stand that any falsification of information on this application will be cause for immediate dismissal.

_____ DATE _____

(signature)

WRITE IN THIS SPACE.

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

PERSONAL

FOR OFFICE USE ONLY	
Work Location	Rate
Position	Date

Date: _____

Name _____ Social Security No. _____
Last First Middle Initial

Present address _____ Telephone No. _____
No. Street City State Zip

How long have you lived at above address? _____ Are you a citizen? _____

Previous address _____ How long did you live there? _____
No. Street City State Zip

Date of birth _____ Sex: M_____ F_____ Height_____ ft. _____ in. Weight_____ lbs.
Month Day Year

Marital Status: Single ☐ Engaged ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Date of Marriage_____

Number of dependents including yourself _____ Number of children _____ Their ages _____

Does your wife/husband work? _____ If yes, what kind?_____ His or her earnings $ _____ per week

Do you own your own home? _____ Pay rent? _____ Monthly rent (if you rent) _____ Own a car? _____

Do you have any physical defects? _____If yes, describe _____

Have you had a major illness in the past 5 years? _____If yes, describe _____

Have you received compensation for injuries? _____If yes, describe _____

_____

Position(s) applied for _____ Rate of pay expected $_____per week

Would you work Full-Time_____Part-Time_____Specify days and hours if part time_____

Were you previously employed by us?_____ If yes, when? _____

List any friends or relatives working for us _____
Name Relationship

_____
Name Relationship

Have you ever been convicted of a crime?_____ If yes, describe in full _____

_____

_____

If your application is considered favorably, on what date will you be available for work? _____19____

Person to be notified in case of accident or emergency

_____ _____
Name Address

_____
Phone Number

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the Company?_____

_____

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. PL 90-202 prohibits discrimination because of age.

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35 Form 101

(Turn to Next Page)

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Years Attended		Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			From	To						
Elementary					5	6	7	8	☐ Yes ☐ No	
High					1	2	3	4	☐ Yes ☐ No	
College					1	2	3	4	☐ Yes ☐ No	
Other (Specify)					1	2	3	4	☐ Yes ☐ No	

MILITARY SERVICE RECORD

What is your present Selective Service classification? _____

Were you in U.S. Armed Forces? Yes_____ No_____ If yes, what Branch? _____

Dates of duty: From _____ To _____ Rank at discharge _____
Month Day Year Month Day Year

List duties in the service including special training _____

_____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? _____

_____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

...beginning with your most recent.

Name and Address of Company and Type of Business	From Mo.	From Yr.	To Mo.	To Yr.	Describe in detail the work you did	Starting Salary	Last Salary	Reason for Leaving	Name of Supervisor

Name and Address of Company and Type of Business	From Mo.	From Yr.	To Mo.	To Yr.	Describe in detail the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Name and Address of Company and Type of Business	From Mo.	From Yr.	To Mo.	To Yr.	Describe in detail the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Name and Address of Company and Type of Business	From Mo.	From Yr.	To Mo.	To Yr.	Describe in detail the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Name and Address of Company and Type of Business	From Mo.	From Yr.	To Mo.	To Yr.	Describe in detail the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor

Have you ever been bonded ... your present job? _____

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do not wish us to contact _____

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

_____
Signature of Applicant

TOMORROW'S SKILLS

The Job Application

DATE _____

PERSONAL DATA

REFERRED BY _____

APPLICANT'S NAME (WRITE IN SPACE BELOW)

MR. MRS. MISS | LAST | FIRST | MIDDLE | TELEPHONE

PRESENT ADDRESS | CITY | STATE

HOME ADDRESS | CITY | STATE

SINGLE ☐ ENGAGED ☐ MARRIED ☐ DIVORCED ☐ SEPARATED ☐ WIDOWED ☐ | NUMBER OF DEPENDENTS | SOCIAL SECURITY NUMBER

CHECK IF YOU HAVE BEEN TREATED FOR THE FOLLOWING ▶ HEART CONDITION ☐ ULCER ☐ DIABETES ☐ NERVES ☐ TUBERCULOSIS ☐ OTHER ☐

IF OTHER DESCRIBE _____ EVER BEEN HOSPITALIZED YES ☐ NO ☐ DESCRIBE _____

TYPE WORK PREFERRED

1. _____ 2. _____ 3. _____

FULL-TIME ☐ PART-TIME ☐ EVENING ☐ HOURS PREFERRED _____ SALARY DESIRED _____

WILLING TO WORK OVERTIME: YES ☐ NO ☐ DATE AVAILABLE _____ IS SPOUSE EMPLOYED YES ☐ NO ☐

NAMES OF RELATIVES IN OUR EMPLOY | NAMES OF ACQUAINTANCES IN OUR EMPLOY

EDUCATION

ATTENDED MO. AND YR.	TYPE OF SCHOOL	SCHOOL NAME AND ADDRESS	MAJOR FIELD OF STUDY	GRADUATED YES	GRADUATED NO	AVER. GRADE
FROM / TO	HIGH SCHOOL	NAME / CITY STATE				
FROM / TO	HIGH SCHOOL	NAME / CITY STATE				
FROM / TO	COLLEGE or UNIVERSITY	NAME / CITY STATE				
FROM / TO	COLLEGE or UNIVERSITY	NAME / CITY STATE				
FROM / TO	CORRES., BUS., TRADE OR EVENING SCHOOL	NAME / CITY STATE				

SPECIAL COURSES _____

ACADEMIC HONORS _____

ARE YOU TAKING ANY COURSES AT PRESENT YES ☐ NO ☐ & SCHOOL _____

HOBBIES & SCHOOL ACTIVITIES (OTHER THAN RACIAL OR RELIGIOUS) _____

While looking for a job, you will probably be asked to fill in an application form. If you go to a State Employment Service office, you will fill in a form. You will probably be asked to fill in another if you go to a company for an interview.

An application form helps an employer get to know you. The form on these pages is for an office job. But most application forms ask pretty much the same questions. Can you fill in the answers?

Using a pencil, answer as many questions as you can. Don't worry if you must leave certain lines blank. Not all of the questions will apply to you.

On a real application, use a pen. If you make a mistake, ask for another form. And don't be afraid to ask questions you might have.

BUSINESS AND MILITARY EXPERIENCE

(LIST LAST EMPLOYER FIRST, BE COMPLETE AND ACCURATE)

DATES MO. AND YR.				
FROM	PRESENT OR LAST POSITION	COMPANY	POSITION HELD	SALARY STARTING
TO		ADDRESS	YOUR SUPERVISOR	FINAL SALARY
		BUSINESS	YOUR DEPARTMENT	PHONE NUMBER
		REASON FOR LEAVING		FULL TIME ☐ PART TIME ☐ TEMP ☐
FROM	NEXT PREVIOUS POSITION	COMPANY	POSITION HELD	SALARY STARTING
TO		ADDRESS	YOUR SUPERVISOR	FINAL SALARY
		BUSINESS	YOUR DEPARTMENT	PHONE NUMBER
		REASON FOR LEAVING		FULL TIME ☐ PART TIME ☐ TEMP ☐
FROM	NEXT PREVIOUS POSITION	COMPANY	POSITION HELD	SALARY STARTING
TO		ADDRESS	YOUR SUPERVISOR	FINAL SALARY
		BUSINESS	YOUR DEPARTMENT	PHONE NUMBER
		REASON FOR LEAVING		FULL TIME ☐ PART TIME ☐ TEMP ☐
FROM	NEXT PREVIOUS POSITION	COMPANY	POSITION HELD	SALARY STARTING
TO		ADDRESS	YOUR SUPERVISOR	FINAL SALARY
		BUSINESS	YOUR DEPARTMENT	PHONE NUMBER
		REASON FOR LEAVING		FULL TIME ☐ PART TIME ☐ TEMP ☐

ACCOUNT FOR YOUR TIME DURING ANY INTERVALS OF UNEMPLOYMENT OTHER THAN THOSE WHEN YOU WERE ATTENDING SCHOOL

DATES MO. AND YR.	EXPLANATION
FROM	
TO	
FROM	
TO	

WHICH BUSINESS MACHINES CAN YOU OPERATE PROFICIENTLY _____

SHORT HAND SPEED _____ METHOD _____ TYPING SPEED: MANUAL _____ ELECTRIC _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY: NAME _____

PHONE NUMBER _____

IF HIRED, CAN YOU PRESENT PROOF OF AGE YES ☐ NO ☐

READ CAREFULLY

EMPLOYMENT IS SUBJECT TO:

- PASSING PHYSICAL EXAMINATION BY COMPANY DESIGNATED PHYSICIAN.
- SATISFACTORY REFERENCE REPORTS.
- ACCURACY OF ALL PRE-EMPLOYMENT INFORMATION FURNISHED INCLUDING HEALTH QUESTIONNAIRE

_____

SIGNATURE OF APPLICANT

10

CAREER EXPLORATORY LOG

DATE	STUDENTS AND TEACHERS	DESTINATION AND PURPOSE	CONTACT	FOLLOW-UP

SOURCES

1. Guide to Modern English, pp. 172 - 179
2. Jobs in Your Future, Scholastic Book Services
3. English on the Job
4. National Underwriter Company, "The Approach"
5. Scholastic Scope, April 1972
6. Guiding Yourself
7. Guide to Modern English
8. Jobs in Your Future, Scholastic Book Services, 1957
9. Scholastic Scope, "Tomorrow's Skills"